

FEDERAL ACQUISITION INSTITUTE



FAITAS

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

DASHBOARD FEATURES OVERVIEW

Version 2015_July

Melissa A. Starinsky, Director www.fai.gov

PREPARING TODAY'S WORKFORCE FOR TOMORROW'S CHALLENGES

FAITAS DASHBOARD FEATURES

INTRODUCTION – The Federal Acquisition Institute Training Application System (FAITAS) is the avenue for all federal civilian agency employees to electronically manage their career development. The Dashboard, as the homepage, contains a number of navigational elements.

- 1 The **FAI.gov** links to the Federal Acquisition Institute website.
- 2 The horizontal navigation bar contains various tabs. From here, edit your account or profile, request training, manage requests, access User Documentation, or view FAQs.
- 3 Available widgets include: **My Notifications**, **My IDP Status**, **My Continuous Learning Status**, **FAITAS Help Resources**, **FAITAS Announcements**, **My Training**, and **Name**. Clicking on a widget or a link displays additional details in a pop-up window.

The screenshot shows the FAITAS dashboard interface. Callout 1 points to the 'www.fai.gov' link in the top header. Callout 2 points to the horizontal navigation bar containing tabs like 'My Dashboard', 'My Status', 'Manage Career', etc. Callout 3 points to the 'My Continuous Learning Status' widget, which displays a table of certification progress.

Certification	Current End Date	Points Needed	Time Remaining	CL Status
T&E	Feb 11 2015	0.00	0 Minutes	Expired
T&E CL Progress: 100 %				
126 Points Awarded out of 80 Points Required				
FAC-P/PM	Dec 27 2015	0.00	5 Months 10 Days	Current
FAC-P/PM CL Progress: 100 %				
141 Points Awarded out of 80 Points Required				
FAC-COR	Jan 24 2016	0.00	6 Months 8 Days	Current
FAC-COR CL Progress: 100 %				
101 Points Awarded out of 40 Points Required				

Other visible widgets include 'My Notifications' (listing pending reviews), 'My IDP Status' (showing 0% progress), 'FAITAS Announcements' (online course access), 'My Training' (listing various courses and their statuses), and 'FAITAS Help Resources' (links to user guides, FAQs, etc.).

NOTE: If a user's password expires while the user accessed an externally accessible page from within FAITAS, a **red** text system notification will display in the **Name** widget.

Your password has expired - click to update

The user will need to click the **red** text to be taken to the **Account** screen to update his/her password.



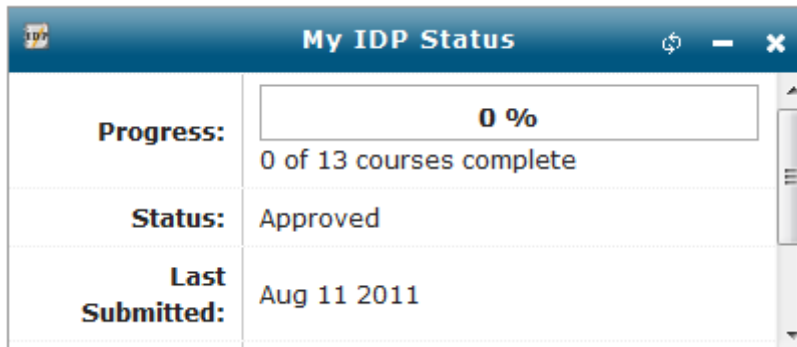
FAITAS WIDGETS: Notifications & IDP



Message	Area
3 Certification Requests Pending Bureau Review	Cert.
2 Certification Requests Pending Agency Review	Cert.
1 CL Point Request Pending Supervisor Review	CL

My Notifications contains notifications regarding tasks that are pending action.

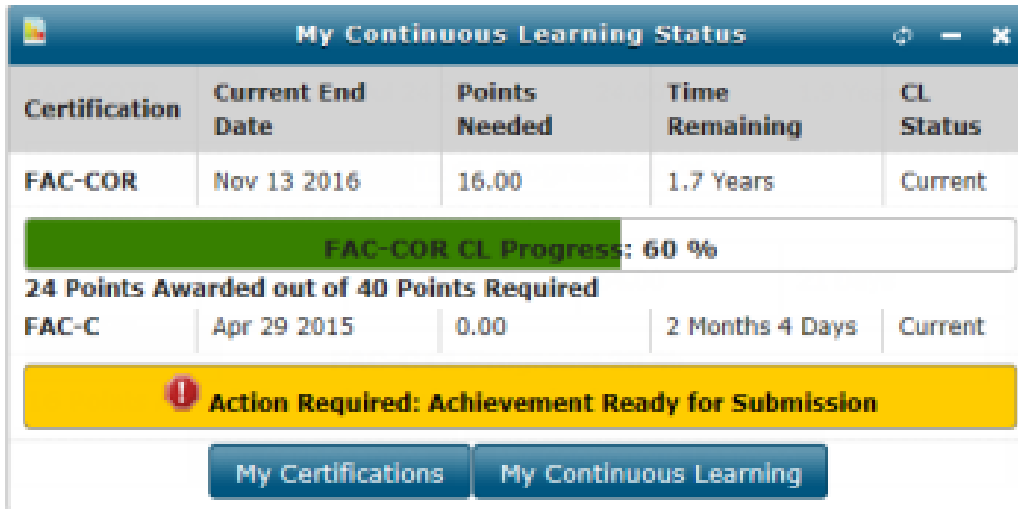
Click on a notification to display additional details of pending actions.



Progress:	0 % 0 of 13 courses complete
Status:	Approved
Last Submitted:	Aug 11 2011

My Individual Development Plan (IDP) Status displays information regarding your IDP.

FAITAS WIDGETS: CL & FAITAS Help Resources



The screenshot shows a window titled "My Continuous Learning Status". It contains a table with the following data:

Certification	Current End Date	Points Needed	Time Remaining	CL Status
FAC-COR	Nov 13 2016	16.00	1.7 Years	Current
FAC-COR CL Progress: 60 %				
24 Points Awarded out of 40 Points Required				
FAC-C	Apr 29 2015	0.00	2 Months 4 Days	Current

Below the table is a yellow banner with a red exclamation mark icon and the text "Action Required: Achievement Ready for Submission". At the bottom are two buttons: "My Certifications" and "My Continuous Learning".

My Continuous Learning Status displays information regarding Continuous Learning status of maintained certifications.



The screenshot shows a window titled "FAITAS Help Resources". It contains four buttons: "User Guides & Presentations", "Agency Resources Page", "FAQs", and "Release Notes". Below these buttons is a blue banner with a yellow warning icon and the text "Need Help? Submit a Ticket". At the bottom are two buttons: "General" and "AWF".

FAITAS Help Resources displays links to User Guides/Presentations, Agency Resources Page, FAQs, Release Notes, and the FAI Help Desk ticket system. Agency General Information and the Agency definition of Acquisition Workforce (AWF) also display*.

***NOTE: The AWF button displays only if an Agency has a published AWF definition.**



FAITAS WIDGETS: Announcements & Training



FAITAS Announcements

displays system-wide FAI announcements.

Click on an announcement title to read the full announcement.

Course	Status	Start Date
FAC 046 (FED)	Complete	Feb 12 2015
FAC 006 (FED)	In Progress	Dec 8 2014
FAC 007 (FED)	In Progress	Dec 9 2014
FAC 018 (FED)	In Progress	Dec 9 2014
CLM 016	Reservation	Oct 1 2014
FAC 018	Reservation	Oct 1 2014

Search for Training My Training Requests

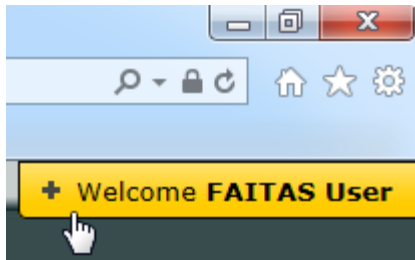
My Training displays any current Training Request as well as Reservations and Waits with class end dates prior to the current date.

Click on the column headers to sort the information in this widget.

Click the Search for Training button to access the Course Catalog and the My Training Requests to access pending and previous training requests.

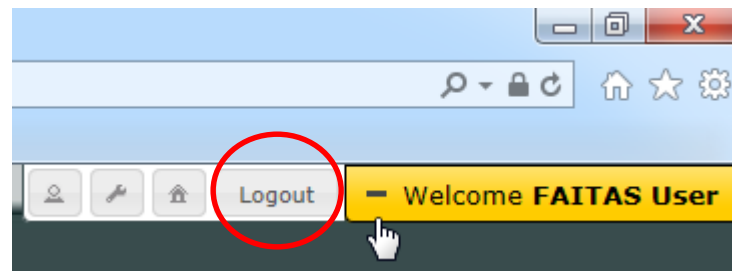
FAITAS WIDGETS: Name

1



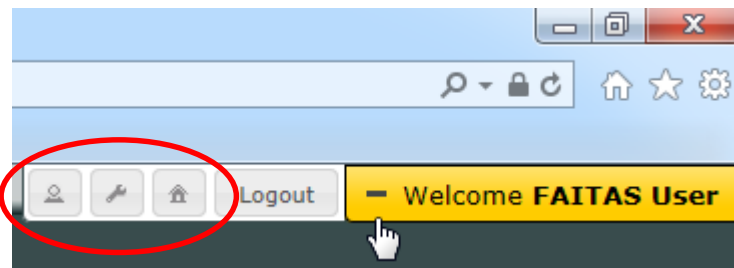
Click the plus sign to expand the name widget.

2



The **Logout** button

3



My Profile



My Account



My Dashboard

Use these **Name Widget** icons, available in the top right corner of every page in FAITAS, for quick access to frequently used pages.

MANAGING WIDGETS

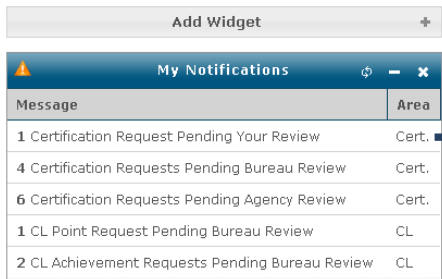
- 1 In the Dashboard, click the **Add Widget** plus (+) icon to display the **Add Widget** pop-up window.



- 2 From the **Add Widget** pop-up window, click the **Add +** button to display one of the available widgets.

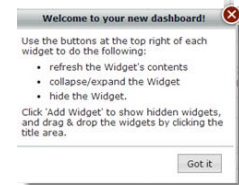


- 3 Depending on your selection, the widget may include links or buttons to other screens. In this example, we selected **My Notifications**. Click the line of any notification to view the relevant FAITAS section. For example, selecting **Certification Request(s) Pending Your Review** displays the **Manage Certification Requests** screen.



NOTICE

The first time you see the Dashboard, a pop-up message displays. Read the message and click the **Got It** button to return to your Dashboard.



The layout of your Dashboard may be changed by moving the widgets around. Hover over the blue widget title bar until the mouse cursor changes from a single arrow pointer () to a four-way arrow cross (). Click and drag the title bar to the desired location on the screen and then release the mouse to drop the widget. The widget is relocated at the column spot nearest the area you designated.



All widgets have a **blue** title bar.

- Click the circular icon to refresh notifications.
- Click the hyphen icon to collapse notifications.
- Click the close icon to remove notifications.



Some icons display messages. Hover over any question mark icon to view text messages/warnings.

